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## JOB DESCRIPTION

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### TITLE: CITIZENSHIP AND IMMIGRATION PROGRAM INTERN

#### JOB SUMMARY:

The CIP intern is a position for a bilingual-bicultural Spanish/English individual who will assist the citizenship and immigration program primarily in filing DACA, Lawful Permanent Resident renewals and FOIA applications. Some evenings or weekends would be required for immigration clinics, or outreach events at ¡HICA! and in the community. This position would require direct contact with potential clients in need of immigration assistance. You will also learn about ¡HICA! and all its services to refer the constituent to the best options available for them.

**REPORTS TO:** Citizenship and Immigration Program Manager

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#### RESPONSIBILITIES:

- Screen constituents to approve for eligibility of immigration services, including, DACA, Lawful Permanent Resident Card (Green Card). Possibility to screen other types of cases if necessary.
- Assist in organizing applications and supporting documents for mailing.
- Draft applications and petitions for filing with USCIS.
- Translations.
- Organizes exhibit lists and develops cover letters for case files.
- Maintain contact and follow up with clients regarding receipt of case notices, appointments, case management, etc.
- Work with ¡HICA! Programs and refer clients to other services as needed.
- Assist data input using internal system to capture the daily interactions with clients.
- Prepare intake document to capture demographic information.
- Assist in setting and confirming appointments.
- Support the ESL/Civics Coordinator with classes.

#### REQUIREMENTS AND QUALIFICATIONS

- Major or specialization in Social Services, Law School, or relevant experience is preferred. Fluency in Spanish - written and oral - essential.
- Excellent communicator, both oral and written. Must write clearly, concisely, and persuasively in English and Spanish.
- Proficiency in Microsoft Word, excel and PowerPoint.
- Deep cultural understanding of Latino and women's issues, immigration, and poverty.
- Ability to work with people from diverse cultural backgrounds.
- High energy, positive, "can-do" attitude, flexible, teamwork, and attention to detail; high degree of initiative required.